

## Attachment A – Signature Requirements

The following is a general guideline for the signature requirements for submission of a claim.

1. **Deceased claimant.** The claim should be signed by the duly appointed personal representative of the Estate of the decedent. A signed and file-marked copy of the probate court order appointing the personal representative should be included with the claim form.
2. **Mentally competent adults.** If the individual making the claim is an adult (age 18 or older) and is mentally competent, then the claim should be signed by the individual making the claim. If there is an issue concerning the mental competence of the adult claimant due to injuries from this accident or other unrelated mental infirmities, then the claim should be signed by a duly appointed guardian of the Estate of the adult. A signed and file-marked copy of the order appointing the guardian should be included with the claim form.
3. **Minors.** The claim form for a minor should be signed by both parents if at all possible. If the parent of a minor is a single parent, then a brief explanation of the unavailability of the other parent will be required. If the parents of a minor are divorced or separated, then the parent having physical custody of the minor will be required to sign and proof of custody should be submitted with the claim form. In the case of a divorce in which both parents share joint custody, then both parents will be required to sign.